

Job details

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Bulletin Number 19771BR
Type of Recruitment Transfer Opportunity
Department Registrar-Recorder/County Clerk
Position Title SENIOR INFORMATION SYSTEMS ANALYST
Additional Title Recorder & Management Systems
Filing Type Open Continuous
General Information [REQUIREMENTS:](#)

Must be permanent employees of the County of Los Angeles who currently hold the payroll title of SENIOR INFORMATION SYSTEMS ANALYST or eligible for an administrative reassignment in accordance with Civil Service Rule 15.

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

The Registrar-Recorder/County Clerk, Information Technology Bureau, is currently seeking a highly qualified Senior Information Technology Analyst to fill a vacancy in the Business Systems and Analysis Section of the Recorder & Management Systems Division.

Interested candidates who meet the [Requirements](#) are invited to apply by submitting an application **ONLINE ONLY** and fax or email supporting documents within five (5) business days from the time of filing:

1. A cover letter with EMPLOYEE NUMBER and resume;
2. Responses to the Supplemental Questions (Supplemental Questions will be emailed to qualified applicants);
3. Copies of last two Reports of Performance Evaluation;
4. Copies of past two years' Prime Variance Time History Report;
5. Two writing samples (One of the writing samples must be written for a **custom complex computer system** in the form of a "[requirements document](#)", a "[specifications document](#)", or a "[statement of work](#).")

The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

Requested materials should be emailed to hrrecruitment@rrcc.lacounty.gov or faxed to (562) 462-1373 Attention: Andrea Cortez. In your email or fax, please provide your name, phone number, and position title.

We may close this transfer opportunity announcement at any time without prior notice.

Requirements **Must be permanent employees of the County of Los Angeles who currently hold the payroll title of SENIOR INFORMATION SYSTEMS ANALYST or eligible for an administrative reassignment in accordance with Civil Service Rule 15.**

Desirable Qualifications The ideal candidate possesses the following knowledge, skills, and abilities:

- Strong verbal and written communication skills, including creating and conducting formal presentations.
- Strong analytical and problems solving skills, especially in handling complex IT management issues.
- Demonstrated expertise with the SDLC, eCommerce solutions, Business Intelligence solutions, creating requirements and specification documents, and PMI project management methodology and its application.
- Demonstrated ability in using Microsoft Project and/or Microsoft Team Foundation Server to manage multi-phase and multi-year in-house systems development projects.
- Knowledge of the current and emerging IT trends and business integration solutions.

Duties

1. Leads a team of analysts and mentor junior analysts.
2. Provides expertise and leadership in eliciting and documenting user requirements for custom complex computer systems, both developed in-house and those considered commercial off the shelf (COTS); ensures functional and technical requirements are fully documented.
3. Independently or in a group setting, develops and assists with the development of specifications for custom complex computer systems, both in-house and those considered commercial off the shelf (COTS).
4. Coordinates the integration of in-house and vendor-based systems with the central County-wide eCommerce and accounting systems.
5. Coordinates preparation of detailed specifications, addressing scope and boundaries of the system, data requirements, algorithms, user functions, forms design, reports, workflow, interfaces, security, audit trails, and business continuity requirements.
6. Creates custom user guides for custom complex computer systems, including both vendor-based and in-house systems not considered commercial off the shelf (COTS).
7. Develops, maintains, and coordinates project plans, including project reporting using Microsoft Project and/or Team Foundation Server (TFS). Coordinates development and maintenance of implementation plans, including training and test plans, ranging from one month to multi-year projects.
8. Coordinates testing of custom complex computer systems. Develops test cases of varying degrees of complexity; prepares user acceptance test documentation; collaborates with system users to conduct user acceptance testing.
9. Coordinates a team of analysts conducting unit testing, integration testing, production simulation and load testing, and network testing.
10. Leads a team of analysts, stakeholders, management and subject matter experts in the continual development of a business intelligence (BI) solution for the Registrar-Recorder/County Clerk.
11. Leads meetings with stakeholders, management, and subject matter experts (SME). Conducts interviews, performs workflow analysis, documents scope and objectives, and leads design sessions.
12. Creates custom reports using Microsoft SQL Server Reporting Services 2008 R2 (or greater). Ensures requirements are met throughout the systems development life cycle.
Creates custom database queries using Microsoft Transact-SQL as needed.
13. Coordinates the installation of software and peripheral hardware in

support of business applications. This may include supporting up to 500 staff members in multiple offices and agencies.

14. Coordinates change management documentation and ensures that approvals are managed according to departmental procedures as needed.

15. Monitors systems compliance with established IT policies, procedures, guidelines, plans and standards as needed.

16. Coordinates the preparation of hardware and software specifications for procurement as needed.

Vacancy Information	The vacancy is located at The Registrar-Recorder/County Clerk Headquarters located at 12400 Imperial Highway, Norwalk, CA 90650.
Available Shift	Day
Contact Name	Andrea Cortez
Contact Phone	(562) 462-2844
Contact Email	hrrecruitment@rrcc.lacounty.gov
Job Field	Information Technology
Job Type	Professional

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